

March 1, 2010

INVITATION TO BID 10-14

Sealed bids for intensive use office chairs for the City of the Birmingham will be received by the Purchasing Agent, P-100 First Floor City Hall, Birmingham, Alabama, until 2:00 p.m., April 6, 2010, at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.birminghamal.gov (go to link titled **Bidding Opportunities**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265, fax (205) 254-2484 and requesting a copy be mailed to you. Any addenda will be available on the internet, and mailed to only those vendors who were provided a copy in person or by mail.

Specifications and bid form for the chairs desired are attached, and all quotations are to be f.o.b. Birmingham, Alabama delivered.

It is required for any contract exceeding \$10,000.00 that the bidder submits with his bid either a certified check, a cashier's check, or a bid bond payable to the City of Birmingham in amount of \$500.00. In order for any bid award to be considered, your bid must have been accompanied by an acceptable bid bond or check.

The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, sex, religion, or national origin. The City considers affirmative action to eliminate the vestiges of discrimination to be an integral part of this policy of nondiscrimination.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.

The City reserves the right to reject any or all bids submitted and to waive any informalities.

Bids must be submitted in a sealed envelope marked, **"SEALED BID INTENSIVE USE OFFICE CHAIRS - 2:00 P.M., 04/06/10"**. Bids may be hand delivered to Room P-100 First Floor City Hall, Birmingham, Alabama or mailed to City of Birmingham, P. O. Box 11295, Birmingham, Alabama 35202-1295. **(DO NOT MAIL BIDS TO ROOM P-100 1ST FLOOR CITY HALL)**. However, bids sent by any express carrier (i.e. Federal Express, UPS, Airborne, etc.) must be mailed to 710 North 20th Street, and specify delivery to Room P-100, 1st Floor City Hall.

It is the bidder's responsibility to make sure that his bid is in the possession of the Purchasing Agent on or before 2:00 p.m., April 6, 2010. Bids received after this time will not be considered.

W. E. Caffee, Assistant Purchasing Agent

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B.N. 03/05/10

**SPECIFICATIONS FOR INTENSIVE USE OFFICE CHAIRS
FOR
THE CITY OF BIRMINGHAM**

GENERAL: The City of Birmingham is seeking bids for intensive use office chairs. Brand name and model have been used in the specifications to establish the grade, quality, appearance, and preference of the City. Any bid submitted must be accompanied by catalogs, brochures and or specification sheets which will adequately demonstrate the item(s) being bid meets or exceeds the given specifications. Picture and detailed description of any proposed substitute are required to be submitted with the bid. Furniture sample may be required for inspection prior to award: must be available within 72 hours of notice to provide. Award will be to the lowest priced, responsive, responsible bid based on a total lot award.

The bid price must include the cost of the item and all associated procurement, shipping, handling, assembly, and installation costs. The bid price should **not** include sales tax. The bidder is responsible for delivery of all items, unpacking, assembly, complete setup and installation, including removal of packing material, wipe down of all items to remove dust and any packing residue.

Any item damaged in shipment or during installation must be replaced by the bidder at no cost to the City. No damaged items will be accepted.

The City does not anticipate utilization of a long, formal, written contract document to bind the City and successful bidder to an agreement. The City will issue purchase orders to the successful bidder. The successful bidder acknowledges by acceptance of City purchase orders that the bidder is bound to the terms, conditions and requirements as stated in this document.

Successful bidder acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful bidder under this agreement all unpaid, delinquent, or overdue license fees, taxes, fines, penalties and other amounts due the City from the successful bidder.

The City of Birmingham must have a copy of the successful bidder's current City of Birmingham business license prior to formal award of contract. Each bidder may submit a copy of his/her license along with his/her bid. However, bidders must provide a copy of his/her current business license no later than seven (7) working days of receipt of notice of intent to award. Failure to submit the requested information will result in the notice of intent to award being revoked.

The City's standard payment terms are net 30 days from acceptance. Exception may be allowed for discounted early payment, such as 2% net 30 days. The City will not consider any bids requiring C.O.D. payments.

The City reserves the right to buy additional quantities at a later date at the bid price upon mutual agreement of both parties.

Any bid that stipulates a reversal of freight charges if a minimum quantity or purchase order amount is not ordered, will be determined a non-responsive bid and will not be considered for award.

Each bidder is to extend unit prices and provide an extended total for each line item being bid. If the extended total of all items being bid exceeds \$10,000.00, a bid bond, a cashier's check or certified check in the amount of \$500.00 is to accompany your bid. In order for any bid award to be made that exceed \$10, 000.00, your bid **must** have been accompanied by an acceptable bid bond or check **(REFERENCE COVER LETTER OF INVITATION TO BID)**.

Contract award to purchase the material covered in this document shall be construed under and governed by the law of the State of Alabama and each party hereto irrevocably agrees to be subject to the jurisdictions of the courts of the State of Alabama.

Any questions concerning these specifications should be addressed to the Purchasing Division, Attn: Artelia Macon, phone: (205) 254-2265, fax: (205) 254-2484 between the hours of 8:00 a.m. and 4:00 p.m. CDT, Monday through Friday.

INTENSIVE USE

HIGH BACK CHAIRS: Domore 24/7 flatter pillow, genuine coil spring seats, adjustable lumbar support, heavy duty gauge metal casters, back height adjustable, integrated cushioned headrest, with adjustable height arms. Seat: 21.5" x 19.5"; high back: 19.5" x 29"; back height adjustment: 2.5' range; seat height from floor: 18" - 22.5"; five (5) year multiple shift warranty. Rated to hold 300 lbs.. Domore 3312HB-FT-ATI763777 or equal.

INTENSIVE USE

HIGH BACK CHAIRS: Domore 24/7 flatter pillow genuine coil spring seats, adjustable lumbar support, heavy duty gauge metal casters, back height adjustable, integrated cushioned headrest, with adjustable height arms. Seat: 25" x 21.5"; high back: 19.5" x 29"; back height adjustment: 2.5' range; seat height from floor: 18" - 22.5"; five (5) year multiple shift warranty. Rated to hold 500 lbs.. Domore 3312XLHB-FT-ATI763786 or equal.

BID FORM

W E Caffee
Assisting Purchasing Agent
Birmingham, AL

Submitted below is my firm bid for intensive use office chairs for the City of Birmingham, in accordance with your invitation to bid and specifications dated March 1, 2010. Prices quoted are f.o.b. Birmingham, Alabama delivered and I am bidding in accordance with specifications except as listed below.

Approx. Qty.	Description	Make/Model	Unit Price	Extended Total
10	Domore 24/7 flatter pillow, intensive use high back chair with adjustable arms, holds up to 300 lbs.; Color: deep sapphire vinyl; Model #: 3312HB-FT-ATI 763777 or equal		\$_____	\$_____
5	Domore 24/7 flatter pillow, intensive use high back chair with adjustable arms, holds up to 500 lbs.; Color: deep sapphire vinyl; Model #: 3312XLHBFT-ATI 763786 or equal		\$_____	\$_____
GRAND TOTAL			\$_____	

I hereby certify that we do not discriminate in employment of our personnel against any persons on account of race, creed, color, sex, or national origins, and acknowledge, and agree, that the City encourages minority – and women – owned business participation to the maximum extent possible. This policy includes Historically Underutilized Business Enterprises such as architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City's business, economic and community revitalization programs.

EXCEPTIONS TO SPECIFICATIONS:

Date of Bid

Company

Street Address

Post Office Box (Zip if different the street address)

Tax ID Number

City State Zip

Name (Print or Type)

Terms of Payment

Signature

Delivery Date

Title

Telephone Number

E-mail address

Fax Number

IF AVAILABLE PLEASE SUBMIT COPY OF CURRENT CITY OF BIRMINGHAM BUSINESS LICENSE WITH THIS BID.

INDICATED THE FOLLOWING ADDRESSES IF DIFFERENT FROM ABOVE:

- 1. BID AWARD NOTICE ADDRESS**
- 2. PURCHASE ORDER ADDRESS**
- 3. REMITTANCE ADDRESS AND NAME IF DIFFERENT THAN ABOVE.**